

Buea, Cameroon • Available for Remote Work

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Chewachong Larry Che

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Dear Hiring Manager,

I am writing to express my interest in the Virtual Assistant (Remote) position at [Company Name]. As a Computer Engineering student at the University of Buea with a strong foundation in networking, cloud computing, and digital organization, I bring a versatile set of skills that are well-suited for a virtual support role.

With hands-on experience in frontend development, cloud tools like AWS, and daily use of productivity platforms such as Google Workspace and Trello, I am confident in my ability to handle a wide range of administrative and technical support tasks. I have previously supported academic and freelance projects by managing schedules, organizing documents, and coordinating online meetings—all of which are essential skills for a virtual assistant.

What sets me apart is my proactive attitude, strong communication skills, and a genuine passion for learning. I am currently pursuing certifications in cloud computing and data analysis while also improving my skills in Python and SQL. I believe in delivering high-quality results and maintaining reliability in every task I undertake.

I would be thrilled to contribute to your team and help streamline operations remotely. Thank you for considering my application. I am available for interviews at your convenience and can begin immediately.

Sincerely,

Chewachong Larry Che

Education

University of Buea

Bachelor of Engineering in Computer Engineering

Expected Graduation: 2027

Specializing in Networking (Year 3)

Relevant Courses: Computer Networks, Data Analysis, Database Systems, Project Management

☀ Summary

Motivated and detail-oriented Computer Engineering student with a passion for technology, cloud computing, and virtual collaboration. Experienced in frontend development, cloud fundamentals, and data collection. Strong communication and organizational skills make me well-suited for Virtual Assistant roles. Currently learning Python and SQL, with plans to pursue data analysis professionally.

👛 Experience

Freelance Frontend Developer

Remote | 2024 - Present

Built and styled frontend interfaces for web projects using HTML, CSS, and JavaScript.

Collaborated with team members on school web app project "LETS GO!" focused on real estate listings.

Personal Tech Assistant (Informal)

Buea | 2023 - Present

Provided technical support to fellow students and local clients (document formatting, email setup, cloud file organization).

Scheduled meetings, managed shared calendars, and provided admin support remotely via WhatsApp and Google Workspace.

🎓 Certifications

Cisco Certified: Data Analytics Essentials

Cisco Certified: Python Essentials 1 & 2

Cisco Certified: Introduction to Project Management

Currently studying: AWS Cloud Practitioner Essentials

Skills

Technical: HTML, CSS, JavaScript, Python (basic), SQL (learning), Microsoft Office, Google Docs, Trello, Zoom

Soft Skills: Communication, Time Management, Task Prioritization, Organization, Research

Tools: Google Calendar, Scrum, Notion, Slack, Canva, GitHub (basic)

Projects

"LETS GO!" Web App

School project where students could post and book houses; contributed to frontend design and user experience.

Personal App Project (in progress)

Currently developing an undisclosed application aimed at solving real-world problems.

Languages

English (Fluent)

